MFR Admin Conference

HQMC
Programs & Resources (P&R)
Finance Policy (RFF)

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Purpose

The purpose of this brief is to identify significant changes in Finance policy and to discuss problematic areas that are being experienced in the Finance Offices.

Military Pay Changes

- **Liquidation of Debt (APSM Ch 7)**
  - -Reserve: straight 15% of NDP
    - -Active Duty:
    - -Straight 15% if no fault of the mbr
    - -2/3 of monthly NDP if fault of the mbr

- **No Group Waivers or Remissions (APSM Ch 10)**

Military Pay Changes

★**Elapsed Time Adjustments (APSM Ch 22)**

-BAH Adjustments are made with the ET

-Command should not submit a 11116 *unless the ET has been reported and it is incorrect

-Travel Claims need to be settled before 11116 is submitted.

Military Pay Changes

★**Delegation of Authority (APSM Ch 8)**

- 1stSgt are auth to sign requests for special pmt/payday adjustments.

★**Carryover of Leave for Reservists (APSM Ch 4)**

- Must elect to carry fwd or it will be sold.

★**Auth DO/FO to adjust the MMPA**

Travel Changes

★**Separation Advances - MCTIM 40201& App D**

- Category I & III (Honorable) 100% transportation.
- Category II (Other Than Honorable) 50% transportation.
- Travel Packet
- Paid 10 days prior estimated date of departure. (mbr provides dates of tvl)
- Completed within 35 days of estimated travel completion date or

Travel Changes

★**Misc Expenses (ATM fee, phone calls, laundry) MCTIM 50104**

- No longer reimbursable
- Covered by the daily incidental

★**Express (Hot) Lanes MCTIM 50501**

- Not authorized for reimbursement (Hwy 95 in DC)
- Personal Choice

Travel Changes

★**Proportional Meal MCTIM 20202**

- Not Authorized just because the facility offers a brunch and dinner.
- Brunch extended long enough to include both lunch and breakfast.

★**Non entitlement claims MCTIM 60108**

-Do not submit

Travel Changes

★**Flat Rate Per Diem**

- 31-180 days at the same location =75% locality
- 181 Plus = 55% locality
- Includes travel days
- Orders less than 31 days that get modified to extend the total TAD beyond 31 days. Flat rate per diem applies only if the modified time is a total of 31 days or more from the date of the modification.

Travel Changes

- **IDT For Critical Staffing Shortfalls MCTIM 60107**
  - Commercial Transportation limited to $300
  - Limited to 11 round trips
  - Roaster retention
  - No rental Cars
  - Local voucher is authorized
- **Travel Expenses incurred by other travelers MCTIM 20404**
  - Not authorized for reimbursement

Appropriation Data

- Fiscal Year 2009 officially closed out

Commuting Orders

JFTR Chapter 2 Part L

- Where does the local populace commute from?
- Lists separate cities, towns, or installations that are traveled during normal workday.
- Must be established in a written directive by senior commander of installation

- CANNOT BE DEFINED BY AN ARBITRARY DISTANCE (Comp Gen 397 dtd 1980)

Deployed Per Diem

Travel Advisory Notice (TAN) 06-03

- ADOS Contingency/Mobilized Reservists must have DMR/GMR reported via Unit Diary.
- Cannot receive deployed per diem while receiving travel per diem.
- Starts the date after arrival
- Ends the date prior to departure
- Finance will only adjust per diem if Marine is no longer on active duty/orders

Travel Days

JFTR Chapter 4 Part B: U4102.G and O

- Group Travel No Longer Exists
- Member's Traveling Together
- No Reimbursement = 3 meals were issued to traveler and no out of pocket expenses

- Limited Reimbursement = 1 or 2 meals provided on travel days traveler would have out of pocket expenses (must claim individual meals to be reimbursed).

CTO Requirements

JFTR Chapter 3 Part A

- Mandatory that travelers arrange ALL arrangements via CTO when traveling btn PDS and TDY site (may not be used for alt location)
- If CTO is not available then DTMO must be contacted to be reimbursed personally arranged travel
- Prudent Traveler exercise same cost effective decisions as if arranging personal travel.
- GSA City Pairs for all flights

GTCC Use and Split Pay

DODFMR Volume 9 Chapter 3

- Orders are required to identify traveler as GTCC Holder/Frequent Traveler
- GTCC Holder mandated to utilize GTCC for all official travel.
- Finance will mandatory split Lodging, Airfare, Transportation Costs
- Only CO/Higher can exempt traveler from required use. Must reference paragraph 030605

Foreign Currency Charges

DODFMR Volume 9 Chapter 8

- Traveler is required to provide conversion rate for foreign purchase to US Dollars

  1 USD = 0.79123 EUR

- Finance will accept GTCC Statement; however, traveler writing on receipt helps expedite settling process

Receipts

Travel Advisory Notice (TAN) 08-11

- Receipts must show proof of payment or zero balance. Cannot be estimated costs or expressed check-out (“will be settled to” IS NOT A VALID RECEIPT)
- Lodging Receipts must be itemized
- Rental Car will not be pro-rated by months
- Lost receipt statement must include all the same information as actual receipts.

Inactive Duty Travel HTC and Alternate Sites

JFTR Chapter 7 Part G U7152 and U7160

- Alternate site travel is limited from assigned HTC/RTC to TDY and return. Ravenal will issue ticket without doing cost comparison

(When personnel tvl from their home to the alternate site, they are only auth govt cost transportation reimbursement from their HTC/RTC to the alternate TDY site, even if Ravenal provides them a ticket from their home to the alternate TDY site.)

- Mission Critical Personnel are required to have signed letter from MSC G-1.

DTMS - Travel Definitions

- Forward to Disbursing Travel – Awaiting travel certifier to screen claim and forward for processing
- Assigned to Preparer – Traveler's Information is being downloaded from MCTFS to IATS (Travel System)
- Ready to Package – Claim is being blocked in IATS
- Document Created: Claim is now packaged in DTMS

** From this point you will follow the "travel package" vice the traveler **

- Forward for Review – Claim awaiting clerk to grab package
- Awaiting Travel Reviewer Action – Block is awaiting assignment from Travel Deck NCO

DTMS - Travel Definitions

- Claim is Locked By – Travel Clerk is processing claim
- Forward for Certification – Claim has been worked up and awaiting audit and assigned to Productions SNCOIC for Audit
- Awaiting Travel Certifier Action – Block is being audited
- Rejected to Reviewer – Clerk did not compute entitlements correctly and auditor has returned for corrections

** This process may happen several times until comps are correct**

DTMS - Travel Definitions

- Forward for Payment – Claim is awaiting next business run

  ** Business run is normally conducted at 1315 Daily **

- Awaiting Travel Payment Processing – Claim has been processed by Fiscal and Uploaded to Camp Pendleton
- DOV/EDA Processing Executed – Claim has been paid and being uploaded to EDA
- Document Closed – Claim is confirmed as resident in EDA

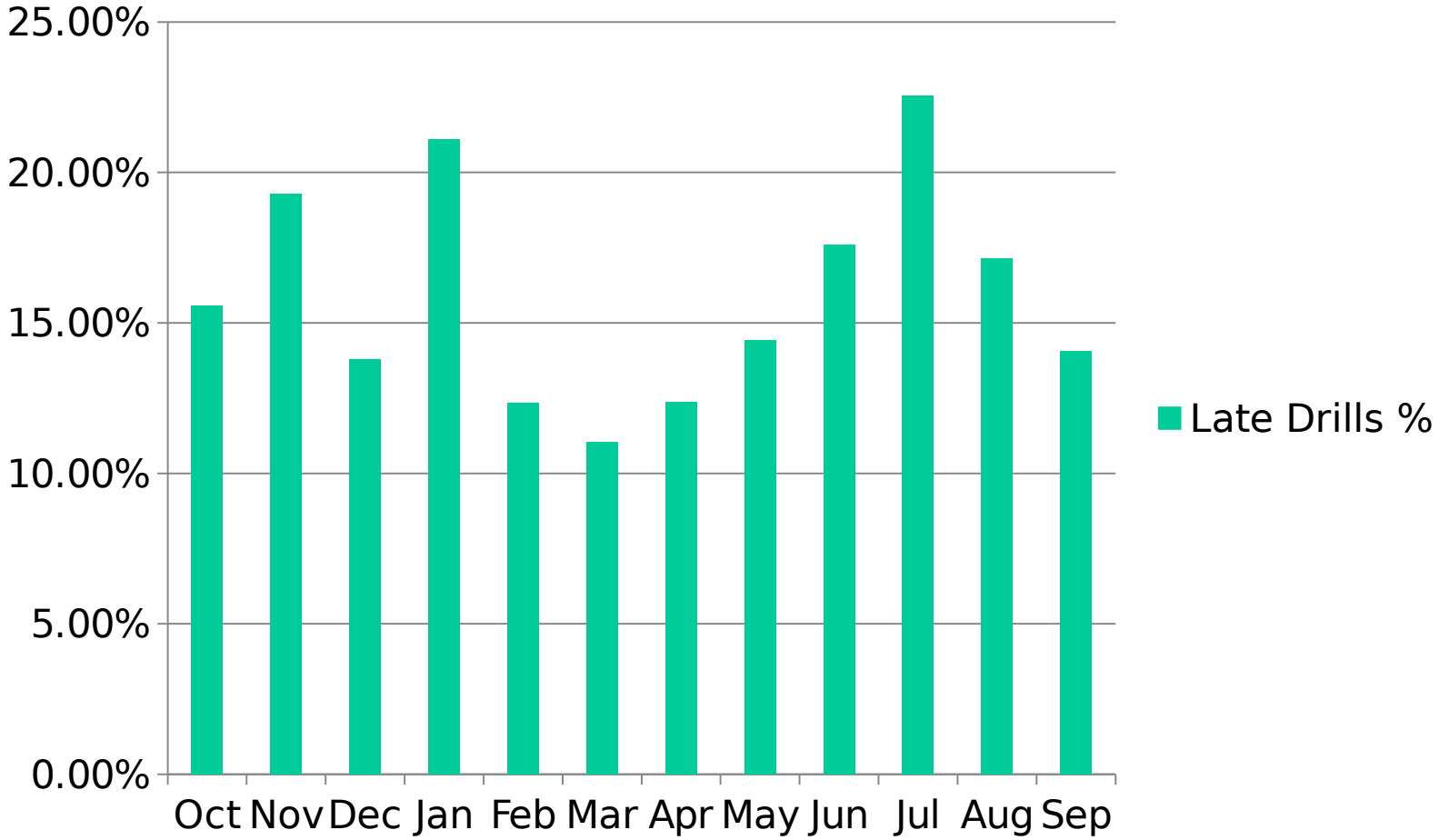
FY 15 Reserve Systems Improvements as of Now

- DMM System Changes – MarAdmin 513/14
  - Yearly Drill Calendar populated – NLT 1 December, 2014
  - Hard Stop on Late Drill reporting (30 days)
  - >30 days requires BN/SQ Cmdr Override to modify schedule
  - Email to Cdrs to take action on UnSat Drilling Reservists
- MCTFS Drill Remark
  - Released in MCTFS, pending implementation in DMM (July 15)
  - Remark interrogates data and systems, requires positive action

Reserve Accounting Problem Areas

- Late Drills
- Unsatisfactory Drilling Reservists
- ADSEP Process
- Unliquidated Travel Orders
- Inability to forecast drills and Annual Training

FY14 Late Drill Reporting

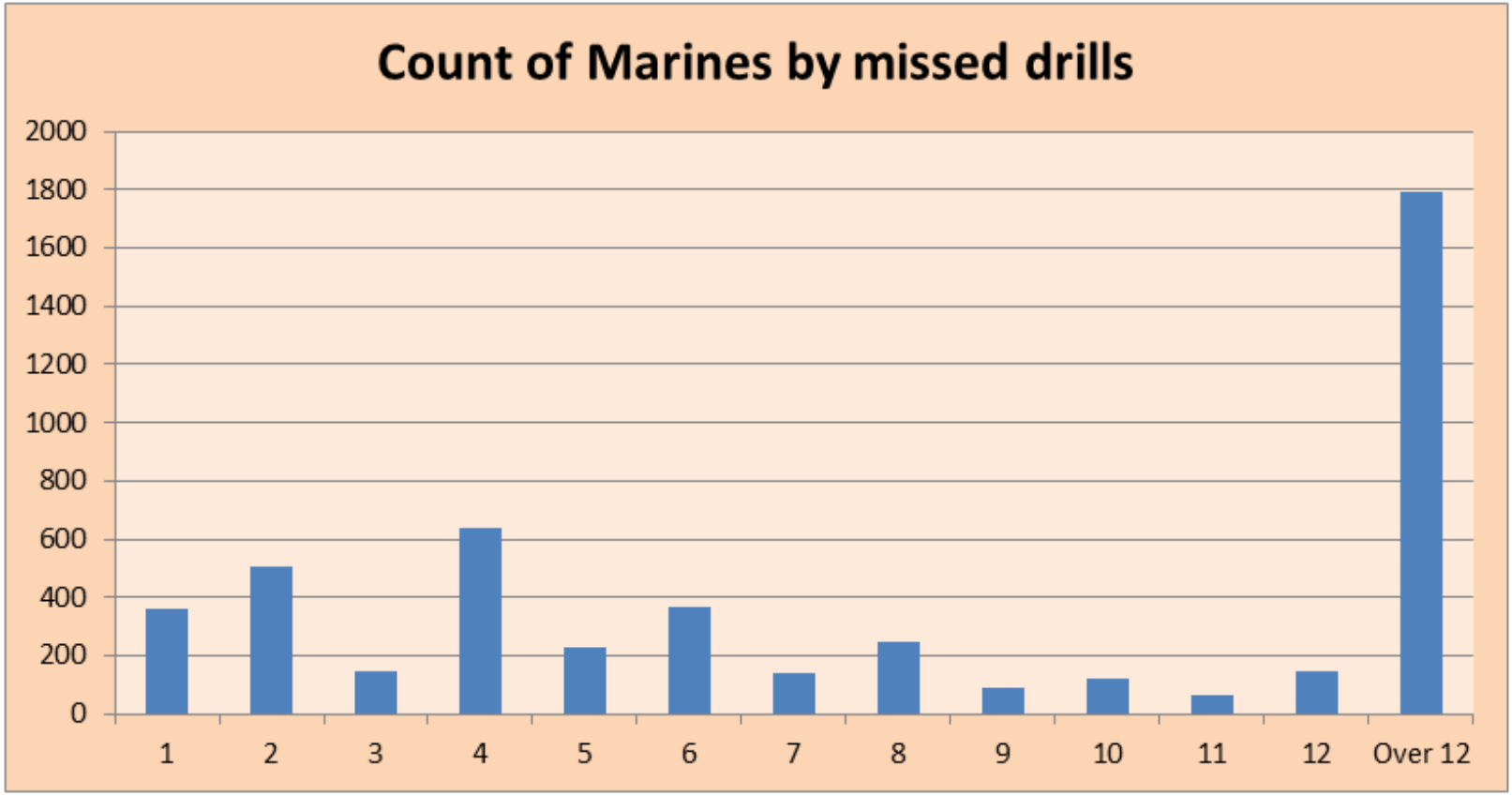


Late Drills

- Problem: Approximately 15% of all drills are reported over a week late of which 5% are reported over 3 weeks late
  - Represents an accountability problem
  - Lack of timely reporting leads to delay in Marines pay
  - Provides variance in RPMC (drill pay) execution

- Mitigation: Establish accountability procedures to ensure accurate and timely

Unsatisfactory Reservists

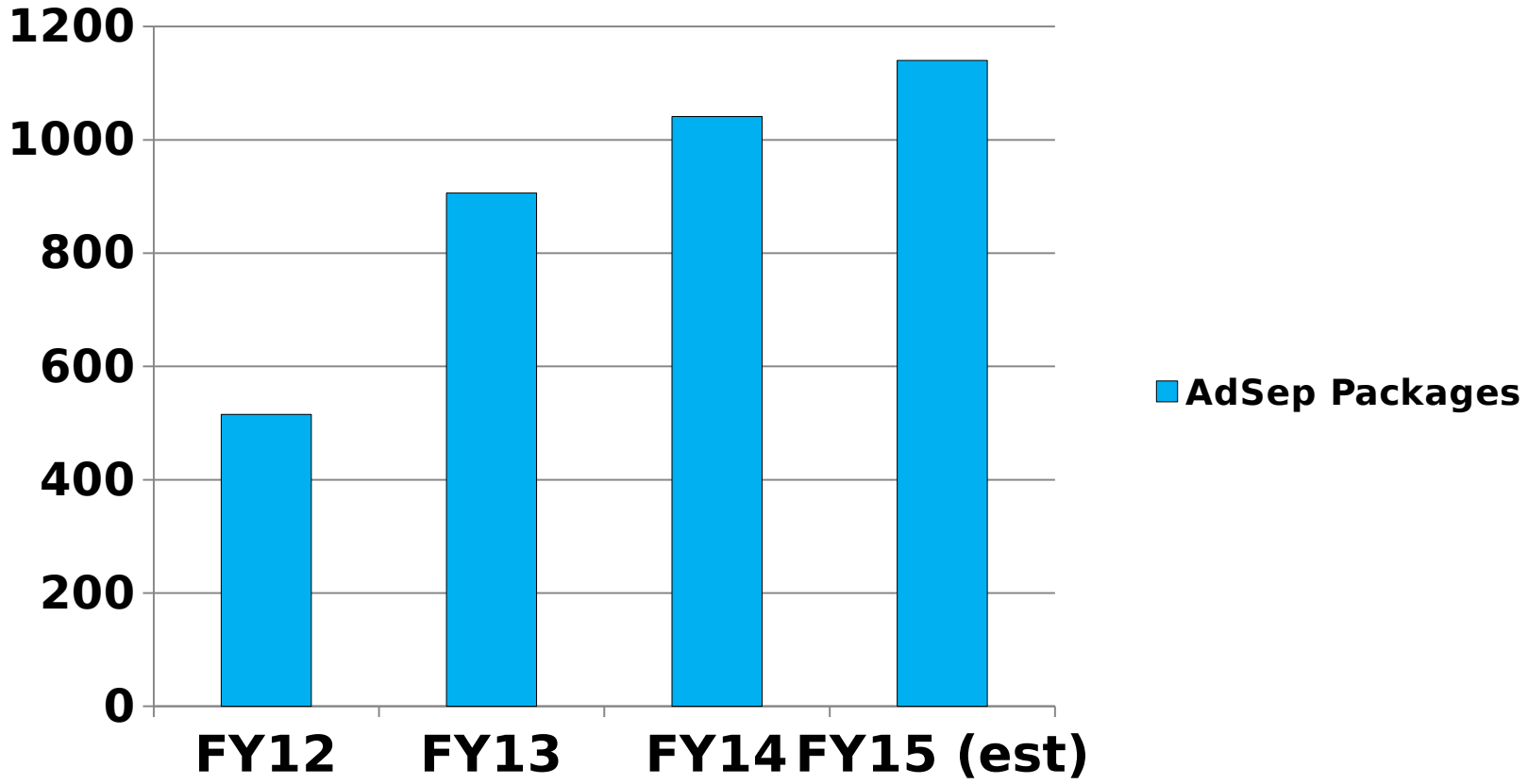


Approximately 6% of the SMCR population is in an unsatisfactory status (defined as 9 or more missed drills in preceding 12 months)

Unsatisfactory Reservists

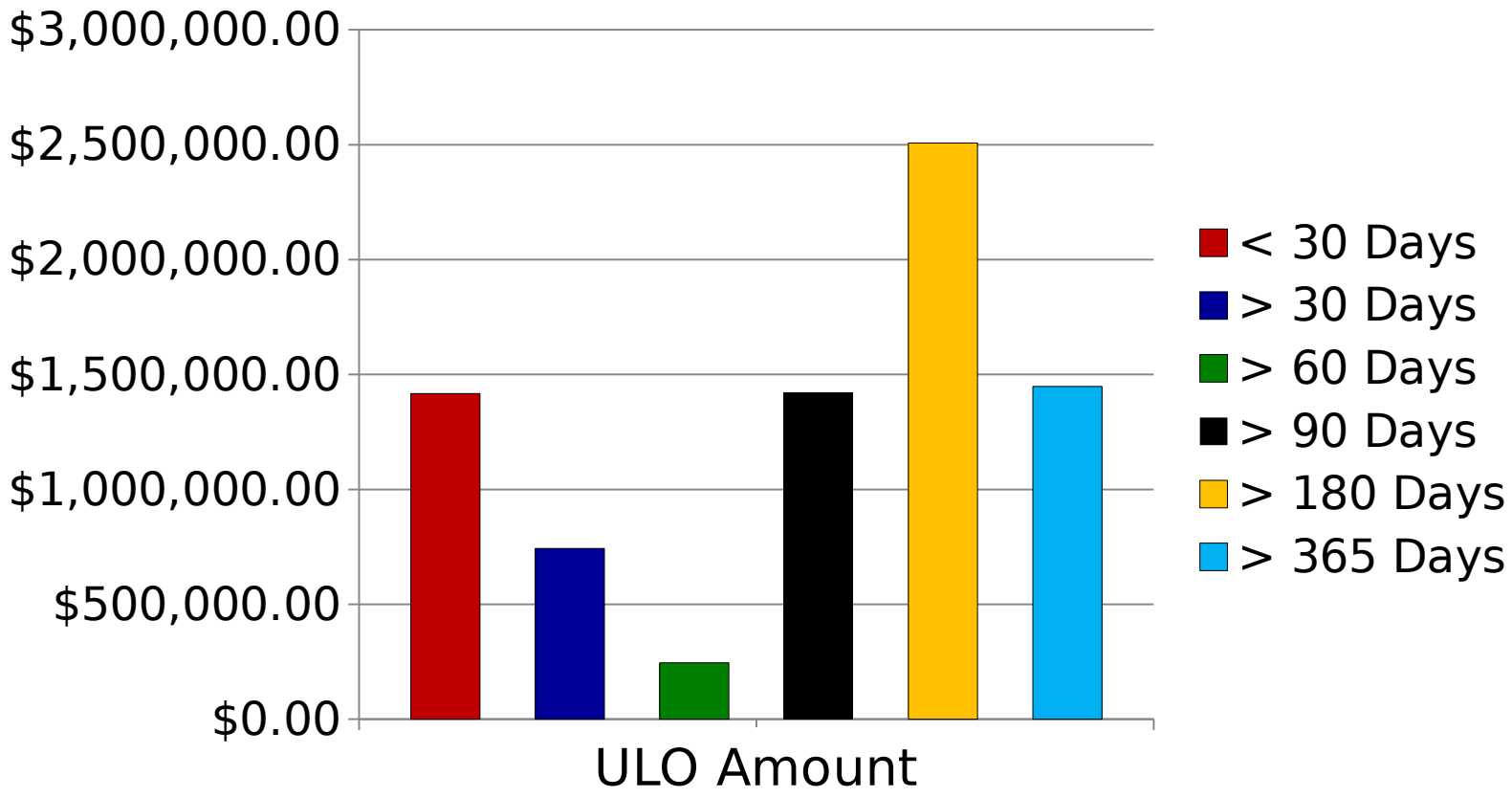
- Problem: Average of 1500+ drilling reservists at any given time in an unsatisfactory drilling status
  - Represents accountability and readiness problem
  - Unsatisfactory Reservists are not being processed for ADSEP in a timely manner
  - Average of 214 days to process ADSEP package in Combined Legal Admin Module (CLAM) “MCEAS”
  - SGLI premiums continuing to run on Unsatisfactory Reservists leading to out of service debt

Completed AdSeps by FY



Increased focus by MFR and I&I's has led to increase in AdSeps

Reserve ULOs March 2015



$7,782,500 Unliquidated Reserve Orders

Unliquidated Travel Orders

- Problem: $7-10 Million in reserve ULOs at any given time
  - Marines not getting paid in timely manner
  - Leads to significant accountability and forecasting problems within RPMC appropriation
- Mitigation: Establish internal procedures to ensure all reserve travel is settled.
  - Adjust obligations upon final settlement
  - Cancel orders if member did not travel
  - Pick up the phone and dial for dollars

Potential Impacts

- Greater accuracy of Reserve MilPay calculations & oversight
  - Budget Estimation, Execution and Forecasting
  - Assist with Clean Audit
  - HQMC actively monitoring (keep your unit off the radar)
- Increased accountability and improved capability reporting
  - UNSAT participants reported/ADSEP initiated more timely
  - Higher participation rate and unit readiness
- Cost Savings and Debt Reduction
  - Improved budget formulation to assist with re-programming

Contact Information

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